

Special Called Community Development Advisory Commission Meeting
May 21, 2007

The Community Development Commission met for a special called meeting on Monday, May 21, 2007 in the City Council Chambers located at 221 East Main Street, Round Rock, Texas. The meeting was called to order at 6:10 pm. The following commissioners were present for roll call: Steve Laukhuf, Dina Schaefer, Ricardo Guzman and Lee Moore. Commissioners Karen Adair-Murphy and Martha Chavez were absent.

Item 3: Consider discussions regarding applications for Community Development Block Grant (CDBG) funding for program year 2007-2008.

The Chairman opened the meeting with a discussion of available funds. In addition to the 2007-2008 CDBG entitlement funding, \$173,477 was available from unspent CDBG program funds from prior years. A total of \$576,935 was available to allocate for new programs, activities, and public services:

\$173,477	Unspent prior years CDBG funds for Programs
\$262,249	2007-08 Program funds (65%)
\$80,691	2007-08 Program Admin (20% cap)
\$60,518	2007-08 Public Services (15% cap)
\$576,935	Total Funds Available

Ryan explained that unspent public service money was included in the prior years fund balance and the city policy was to not reissue that money back to public service activities. Reconciling those funds with the HUD Integrated Disbursement and Information System (IDIS) was difficult and could result in exceeding the 15% cap for the program year if not handled correctly. The IDIS system is a reporting system and not an accounting system and is difficult to reconcile to the City's accounting system.

The Chairman asked for a breakdown of unspent public service money:

Program Year	Project	Unspent Amt
2005	CHIP & Children's Medicaid Outreach	\$1,259.27
2005	Senior Program Scholarship	585.00
2005	WBCO Meals on Wheels Weekend Supplements	9,343.80
2005	Senior Center Equipment	635.90
2004	Bluebonnet Trails MHMR Counseling Program	6,000.00
	Unspent Prior Years Public Service Funds	\$17,823.97

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The consensus among the commissioners was to add this amount to the 2007-08 public service funds and revise the funding breakdown:

\$155,653	Unspent prior years CDBG funds for Programs
\$262,249	2007-08 Program funds (65%)
\$80,691	2007-08 Program Admin (20% cap)
\$78,342	2007-08 Public Services (15% cap) (\$60,518) plus Prior Year Unspent Public Service funds (\$17,824)
\$576,935	Total Funds Available

The Chairman elected to consider funding public service agencies first and take the agenda out of order. Only decisions to fund or not fund would be made during the first round of discussions.

4.J. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for the ACORN Housing Corporation Housing Counseling Program.

This applicant was not present at the May 8 meeting and was not present at the May 21 meeting to answer any questions. First round unanimous decision was zero funding.

4.C. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for AGAPE "Earn While You Learn" Incentive Program.

First round decision was to fund. Schaefer moved to fully fund. Motion was seconded by Guzman. Laukhuf had reservations about the program perpetuating the problem and also being faith based.

4.B. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for Hope Alliance shelter security project.

First round decision was to fully fund. Schaefer moved to fully fund. Motion was seconded by Moore.

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4.A. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for Habitat for Humanity of Greater Round Rock land acquisition project.

First round decision was to fully fund. Commissioner Laukhuf moved to fully fund. Motion was seconded by Schaefer.

4.F. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for the Catholic Charities Senior Case Management program.

First round decision was to fund. Guzman moved to fund. Motion was seconded by Moore.

The program is to provide case management for grandparents raising grandchildren. There is no “evangelizing” service tied to the project. The case manager will help connect the custodial grandparents with appropriate basic needs services, such as CHIP, Medicaid, etc. Catholic Charities serves 78 clients in Williamson County, but the number of Round Rock clients is not known. It anticipates serving 50 clients in Round Rock. CDBG funds will be used for salaries to support two case workers and one case manager.

4.H. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for the City of Round Rock Parks and Recreation Department (PARC) Play for Life Program.

First round decision was to fund. Schaefer moved to fund. Motion was seconded by Moore. There were concerns about CDBG being the only source of program funding.

4.G. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for Williamson-Burnet Counties Opportunities (WBCO) Round Rock Senior Congregate Meal Program.

First round decision was to fund. Laukhuf moved to fund. Motion was seconded by Schaefer. There was concern that WBCO did not spend \$9,000 from its

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2005 grant. Andrew Shell, Executive Director, was unaware of this problem and said leaving any grant money on the table was unacceptable. He explained the measures being taken by WBCO now in their Meals on Wheels program to offset problems caused by rising gas prices for the volunteers. WBCO now provides a week's worth of meals (5) at one time and purchases small microwaves for the clients who do not have one to heat the meals with.

4.D. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for the Round Rock Area Serving Center Computers for Kids program.

First round decision was to fully fund. Laukhuf moved to fund. Motion was seconded by Schaefer. There was concern about the donated computers being useable and that no internet access was being provided for school work.

4.I. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for Foundation Communities Community Tax Center program.

The first round decision was to fund. Moore moved to fund. Motion was seconded by Laukhuf. There was discussion about Foundation Communities programs: IDA, Down Payment Assistance, Asset Building Program, Tax Preparation Program.

4.E. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for the Round Rock Housing Authority Resident Services Coordinator program.

The first round decision was to partially fund. Laukhuf suggested the Housing Authority use resources available through the Round Rock Volunteer Center.

K. Consider recommendation and possible action on the 2007-2008 Community Development Block Grant (CDBG) funding recommendation for the Community Housing Repair Program.

First round decision was to fully fund.

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Discussion was concluded on the decisions to fund or not fund. The commissioners next suggested funding amounts for public services as follows:

Agency	Project	Project Description	Description	CDBG Request	Committee Recommendations
AGAPE	"Earn While You Learn" Incentive Program	Incentive program that rewards with "Mommy Money" that is used to purchase items in Agape's Layette room.	P/S: General	15,000	12,500
Foundation Communities	Community Tax Center	Salary support for Tax Center Manager and Bilingual Intake Specialist; printing supplies.	P/S: General	10,000	10,000
Serving Center	Computers for Kids	Purchase Microsoft refurbishing software to reload donated computers that will be placed in homes with children to help with homework.	P/S: General	2,500	2,500
Round Rock Housing Authority	Resident Services Coordinator	Salary support for 1 FTE, 50%. Coordinator for volunteer activities self-sufficiency programs, tutoring for children, and senior activities.	P/S: General	15,000	7,500
Catholic Charities	Senior Case Management	Direct financial assistance to elderly for food, rent, utility, and emergency needs; tax assistance; nutrition education	P/S: Senior Services	12,500	11,842
WBCO	Round Rock Senior Congregate Meal Program	Provide noon meals five days per week at the Allen Baca Senior Center at a cost of \$5.00 per meal (4,500 meals)	P/S: Senior Services	22,500	22,500
Parks and Recreation Dept.	Play for Life	Physical sports. Scholarships for children of LMI families to participate in city sponsored youth programs.	P/S: Youth	15,000	11,500
ACORN	ACORN Housing Corporation Housing Counseling Program	CDBG funds to pay fringe benefits, health ins., retirement for salaried personnel, plus office overhead.	Fair Housing Activities	47,060	0
Total Public Service Funding					78,342

The amount funded WBCO included the entire balance of prior years public service funding, \$17,824, plus the balance of the 2007-2008 public service funds, \$4,676. These two amounts total \$22,500.

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Motion: Commissioner Laukhuf moved to recommend Public Service funding in the amount of \$78,342 as identified in the following chart:

Agency	Project	Project Description	Description	CDBG Request	Committee Recommendations
AGAPE	"Earn While You Learn" Incentive Program	Incentive program that rewards with "Mommy Money" that is used to purchase items in Agape's Layette room.	P/S: General	15,000	12,500
Foundation Communities	Community Tax Center	Salary support for Tax Center Manager and Bilingual Intake Specialist; printing supplies.	P/S: General	10,000	10,000
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ACORN	ACORN Housing Corporation Housing Counseling Program	CDBG funds to pay fringe benefits, health ins., retirement for salaried personnel, plus office overhead.	Fair Housing Activities	47,060	0
Total Public Service Funding					78,342

Motion was seconded by Commissioner Moore.

Vote:

Ayes: Steve Laukhuf
Dina Schaefer
Rick Guzman
Lee Moore

Noes: None

Absent: Karen Adair-Murphy
Martha Chavez

Abstain: None

Motion carried.

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The next vote taken was to recommend full project funding. The total amount available for Project Funding is \$417,902. Project requests totaled \$360,980. The remaining available Project Funding balance is \$56,922. The commission unanimously agreed to set this funding aside for future land acquisition for the development of affordable housing by Habitat for Humanity.

Motion: Commissioner Schaefer moved to recommend Project Funding in the amount of \$360,980 as shown in the table below and reserve the balance of \$56,922 for land acquisition. Motion was seconded by Commissioner Moore.

Habitat for Humanity	Habitat for Humanity of Greater Round Rock	Habitat Home Building	Acquisition	50,000	50,000
HOPE Alliance	Shelter Security	Upgrade shelter security and phone system	Public Facilities & Improvements	10,980	10,980
Community Development	Home Repair	Grants up to \$25,000 for home repairs	Rehab S/F units	300,000	300,000
Project Funding Total					360,980

Vote:

Ayes: Steve Laukhuf

Dina Schaefer

Rick Guzman

Lee Moore

Noes: None

Absent: Karen Adair-Murphy

Martha Chavez

Abstain: None

Motion carried.

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No vote was taken on the Program Administration funding as this money is used for the daily operation of the Office of Community Development and staff salaries.

Community Development	Program Administration	Overhead; salaries; day to day operations	Administration	80,692	80,692
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5. Adjournment:

Being no further business discussion, the meeting adjourned at 8: 30m

Respectfully submitted,

Mona Ryan,
Community Development Coordinator